

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION**

YES	NO	10. Questionnaire (Place an "X" in the proper column)
		a. Is this the official copy of the series? If not, where is it?
		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
		c. Is this a vital record?
		d. Does this series have historical or long term research value?
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
		f. Is the information contained in this series ever published? If yes, attach copy.
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
		i. Is this series (or a major portion of it) regularly microfilmed?
		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then, _____

- ☐ Hold in the current files area _____ month(s) _____ year(s); then _____
- ☐ Transfer to local holding area; hold _____ year(s); then _____
- ☐ Transfer to State Records Center; hold _____ year(s); then _____
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify) _____

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Charles H. Bruden</i>	3/25/77	<i>Elizabeth Grant</i>	3/21/77
State Records Committee (Signature) _____ Date _____			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	4-8-77
		Secretary of State/Designee	4-4-77
		Attorney General/Designee	4-11-77

APPLICATION FOR RECORDS RETENTION SCHEDULE

Georgia Department of Human Resources
Division of Mental Health and Mental Retardation
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7. Records Series Description

77-92

PENDING VOLUNTEER WORKER APPLICANT FILES - Documents relating to receiving applications to serve as a volunteer mental health worker. Included, but not limited to, are: Application for Volunteer; records of training received, and similar and related information. The file is arranged alphabetically by last name of applicant.

Upon approval of applicant as a Volunteer Worker from the unit social worker, transfer individual file to Volunteer Services Worker Active Case Files; cut off remaining pending applicant files at end of each calendar or fiscal year; hold in current files area 1 year; then destroy.

Files Maintenance: if applicant has not assumed active volunteer status within 1 year, a new application must be completed when the applicant returns.

77-93

VOLUNTEER SERVICES WORKER ACTIVE CASE FILES - Documents relating to individuals serving as volunteer mental health workers. Included may be: Application for Volunteer which shows volunteer's personal characteristics, availability for work, health condition, signature of applicant or guardian, and similar and related information useful to institution coordinator; Report on Volunteer Status, showing assignment, schedule, and related information; Volunteer Performance Evaluations, completed by staff and showing profile characteristics ratings and similar and related comments concerning job performance; Training Received indicates training such as MHMR's training workshop in confidentiality of records; Volunteer Services Termination Form shows reason for termination, and evaluation of work performed by the volunteer; forms and reports utilized by the various institutions; and related and supportive information. The file is arranged alphabetically by last name of volunteer; or, numerically by number assigned by institution.

Upon termination of services at institution by volunteer worker, place all papers for that individual in the inactive file; cut off inactive file at end of each calendar or fiscal year; hold in current files area 2 years; transfer to local holding area; hold 3 years; transfer to State Records Center; hold 10 years; then destroy.

Note: Files may be transferred to the State Records Center anytime after the 2 year retention period at the institution current files area.

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- 77-94** VOLUNTEER SERVICES WORKER INDEX CARD FILES - Documents relating to maintaining the volunteer worker index card files. Included are: cards (may be different sizes depending on institution) which shows volunteer's name, address, personal characteristics, and related information. The file is arranged alphabetically by last name of volunteer; or, numerically by number assigned by institution.
- Destroy card for individual worker when corresponding Volunteer Worker's Case File is destroyed; or, when no longer needed for reference.
- 77-95** GROUP VOLUNTEER WORKER FILES - Documents relating to volunteer workers serving in a group capacity. Included, but not limited to, are: Volunteer Group Application; documentation of training received; individual weekly time records; performance evaluations; group project reports; information related to projects completed; and related items suitable for inclusion in the group record. The file is arranged alphabetically by group name.
- Cut off file at end of each calendar or fiscal year; hold in current files area 2 years; transfer to local holding area; hold 3 years; then destroy.
- 77-96** PENDING VOLUNTEER SPONSOR APPLICANT FILES - Documents relating to receiving applications to serve as a volunteer sponsor for State institutions. Included, but not limited to, are: Volunteer Sponsor Application; records of training received; and related information. The file is arranged alphabetically by applicant's last name.
- Upon approval for sponsorship from the unit social worker, transfer individual file to Volunteer Services Sponsor Active Case Files. Cut off remaining pending applicant files at end of each calendar or fiscal year; hold in current files area 3 years; then destroy.
- Files Maintenance: if applicant has not assumed active volunteer sponsor status within 1 year, a new application must be completed when applicant returns.

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77-97 VOLUNTEER SERVICES ACTIVE SPONSOR CASE FILES - Documents relating to serving as a volunteer sponsor for State Institutions. Included, but not limited to, are: unnumbered forms comprising Application for Sponsorship, which show information about sponsor such as name, address, home and work phone numbers, occupation, education, work experience, volunteer experience, membership by name of church, club, and civic organizations, references other than relatives, name of child sponsored, state of health, whether or not sponsor has physical handicaps or allergies, name, address and phone number of person to contact in event of an emergency, and pledge that sponsor will hold in confidence all personal and official matters which may come to the individuals attention, and signature and date; Waiver for Injuries or Damages Resulting from Volunteer Services is a signed and dated release discharging the State Institution and all employees from all liability which the sponsor (or executors, administrators, or assigns) may or can have by reason of contracting any communicable disease(s) or any personal injury or property loss incurred during such volunteer services; also included are documents needed prior to approval of individual as a sponsor, such as Questionnaire for Prospective Sponsors, which shows age of applicant, how often would he/she visit the child, whether or not employed at the State Institution for which work is intended, how applicant learned of the sponsorship program, and name and location of the child to be sponsored; evaluation of Interview of Applicant (by name) for Sponsorship of (name of child to be

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Note: Files may be transferred to the State Records Center anytime after the 2 year retention period at the institution current files area.

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sponsored) by the institution Social Worker, recommendation for approval of the applicant as a sponsor, statement that signatures, as required, had been placed on the parental permission form (for the sponsored individual) -- parent or guardian, if less than age 18; if over age 18, then the individual sponsored may sign, letters of recommendation for sponsorship, notice as to whether or not applicant was approved, Parental Permission for Institution Activities and for Visits Off Campus is a signed statement giving permission for named sponsored individual to leave Institution campus with named sponsor, restrictions, if any, and restricting named individuals, and Visits with Volunteer Sponsors which shows name of student, type of visit, destination of visit, date and time of departure, date and time of return to campus, purpose of the visit, clothing needed, signature, address, and phone numbers of the sponsor taking the individual from campus and signatures of Unit Social Worker and Unit Director and date. The file is arranged alphabetically by last name of sponsor.

77-98

VOLUNTEER SERVICES DONATIONS FILES -
Documents relating to accounting for gifts to the institution by item and description, donor, and disposition, and letters to donors acknowledging the gift. Included are: unnumbered form (Inventory Sheet) onto which is recorded item and/or description of the item(s), name of donor (individual/group/organization) and full address, comments, items sent to (location at institution), date received, date acknowledged, and by whom acknowledged;

Cut off file as follows:

Inventory Sheets - Beginning January 1, 1977, list all gifts to the institution by date received, name of item, description (when applicable), donor (by name and address), and disposition of item; cut off file at end of each calendar or fiscal year; hold in current files area 3 years; then, destroy individual Inventory Sheets, and

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copy of each donation acknowledgement letter. The file is arranged alphabetically by name of individual/group/organization from which gift(s) are received.

transfer listing of gifts to State Archives.

Acknowledgement letter copies - cut off file at end of each calendar or fiscal year; hold in current files area 4 years; then destroy.